

# Microsoft Teams: Meetings

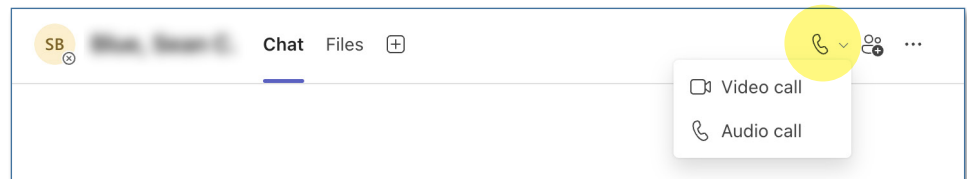
Microsoft Teams is a collaboration platform that combines persistent chat, file collaboration, instant messaging and meetings in a single platform. Teams is part of ODU's Office 365 and is available to all faculty, staff and students.

**Teams** allows you to have an instant or scheduled meeting with up to 250 participants.

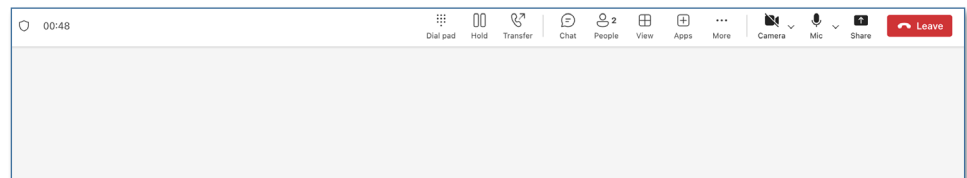
Teams is installed on all ODU-managed machines, and available on Windows, Mac, iOS and Android.

## Start an instant meeting from a chat

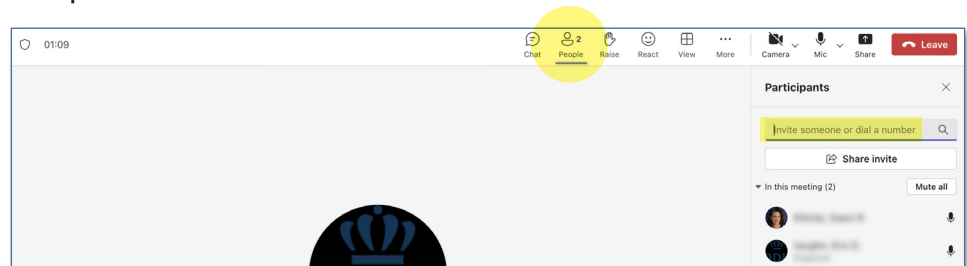
1. From an existing chat conversation (including a chat with multiple people), click on the phone icon and select **Video call** or **Audio call**.



2. Once you start an instant meeting, standard Teams meeting controls are located across the top of the window. Here you'll find audio and video controls, screen sharing, chat, people, and more.

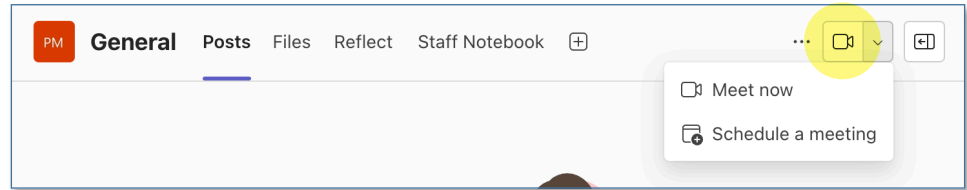


3. To invite additional attendees, click the **People** icon and start typing a name or phone number into the **Participants** window. Teams will ring on that person's device.

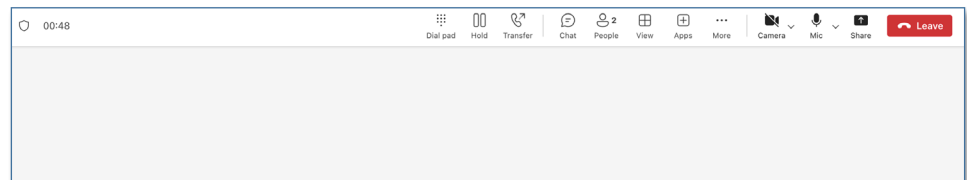


## Start an instant meeting from a team

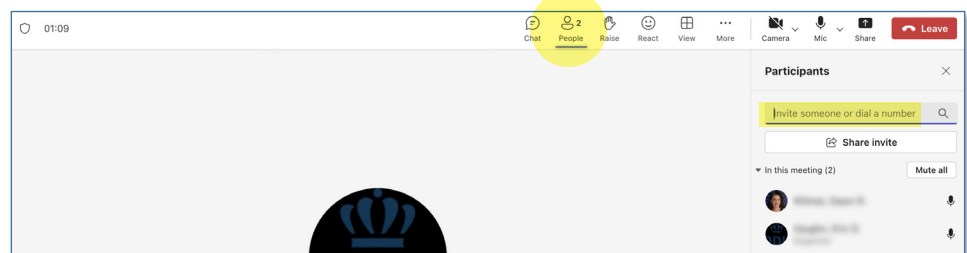
1. From an existing Team, click on the video icon at the top of the screen and select **Meet now** or **Schedule a meeting**.



2. Once you start an instant meeting, standard Teams meeting controls are located across the top of the window. Here you'll find audio and video controls, screen sharing, chat, people, and more.

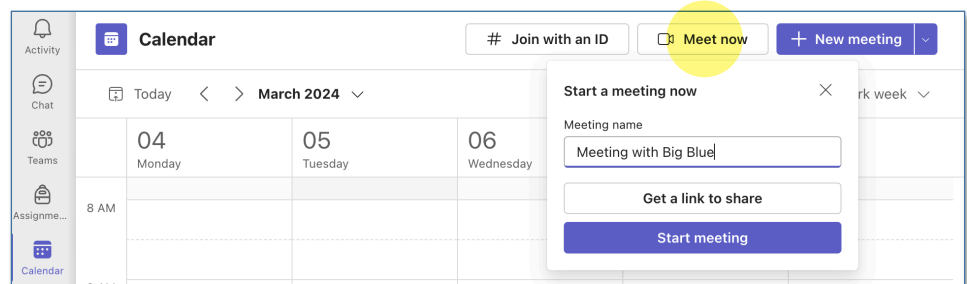


3. To invite additional attendees, click the **People** icon and start typing a name or phone number into the **Participants** window.

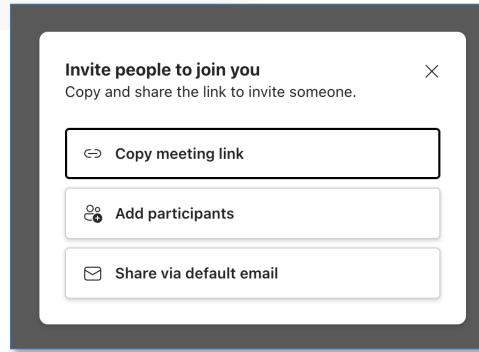


## Start an instant meeting using Meet Now

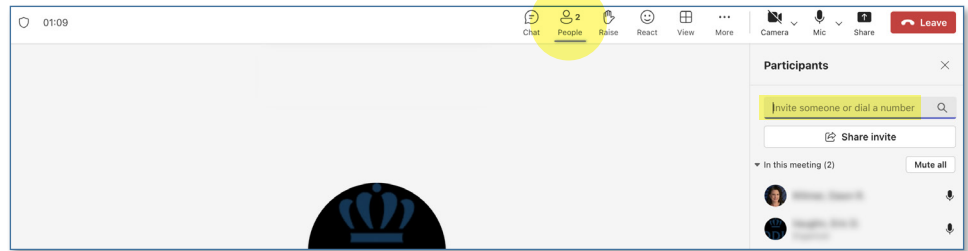
1. From the Teams app, click on the **Calendar** icon on the left, then **Meet now**.



- Once you start an instant meeting, you have the option of sharing a link to the meeting or adding participants.



- Standard Teams meeting controls are located across the top of the window. To invite additional attendees, click the **People** icon and start typing a name or phone number into the **Participants** window.

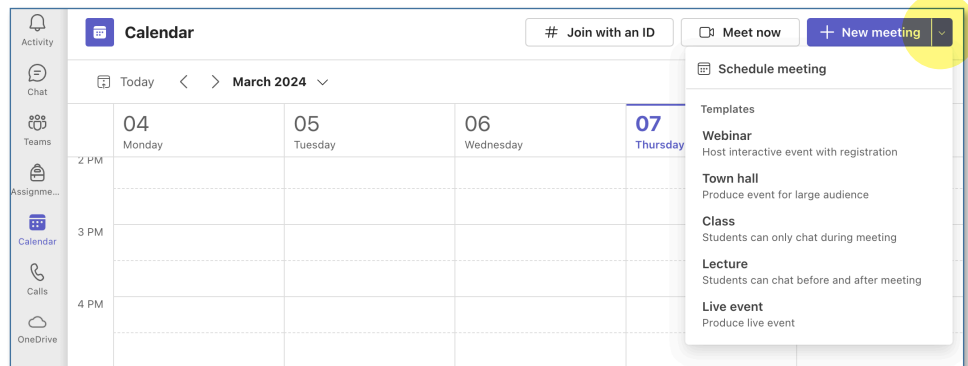


## Schedule a meeting

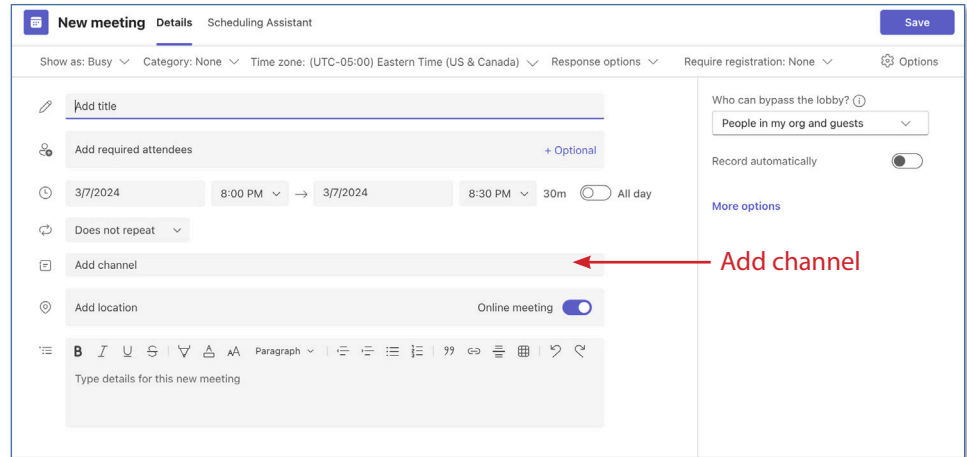
You can schedule a Teams meeting from the Teams app, from Outlook for Mac, Windows, iOS, Android, or from webmail.

### **From the Teams app**

- Click on the **Calendar** icon on the left, then **New Meeting** > **Schedule Meeting**.

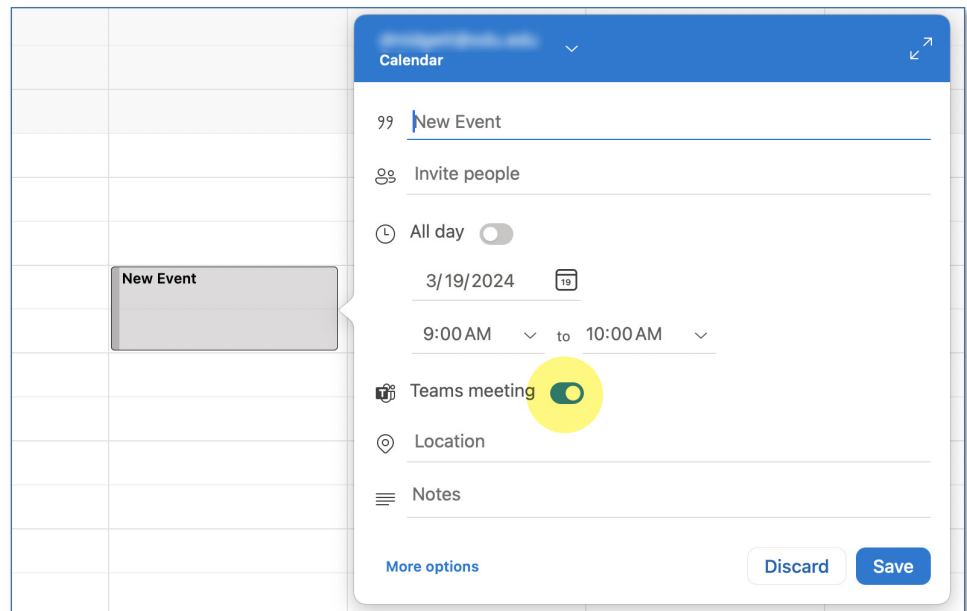


2. Enter the meeting details (date, time, attendees, etc.). Use the scheduling assistant to view other attendees' availability from their Outlook calendars. You can associate an existing Team and Channel with the meeting by clicking in the **Add channel** field and selecting the Team and Channel.

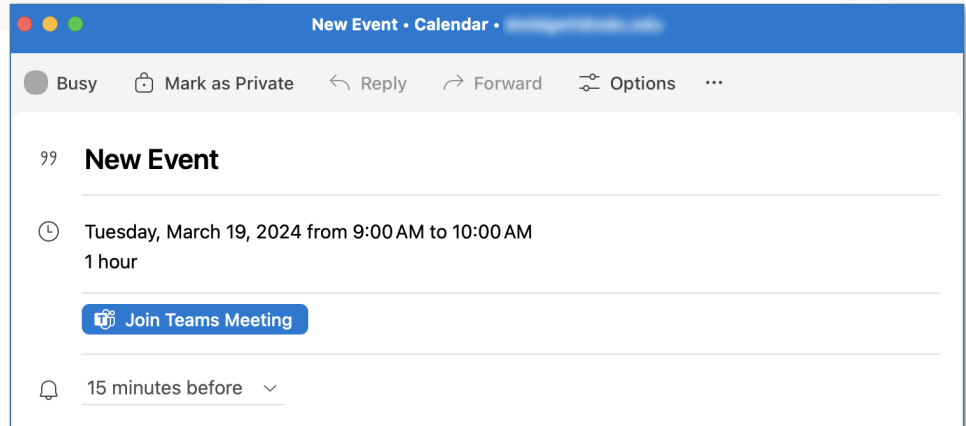


### ***From Outlook for Mac or Windows***

1. Create a new meeting in the calendar, enter the meeting details, invite people, and select the **Teams meeting** slider.

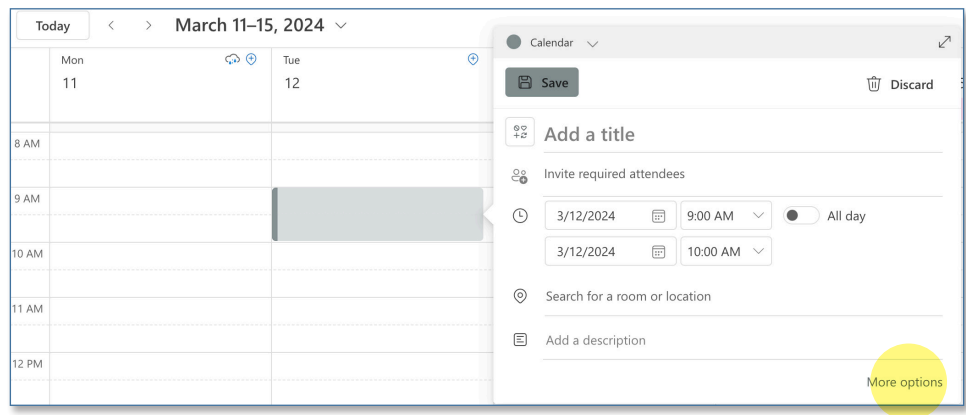


- The meeting will show up on your calendar, and an invitation is sent to your attendees. The event contains a link to **Join Teams Meeting**.

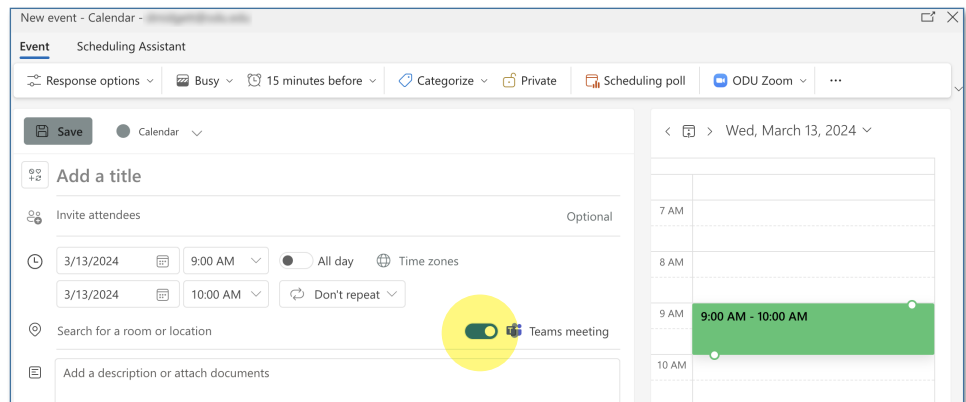


**From webmail**

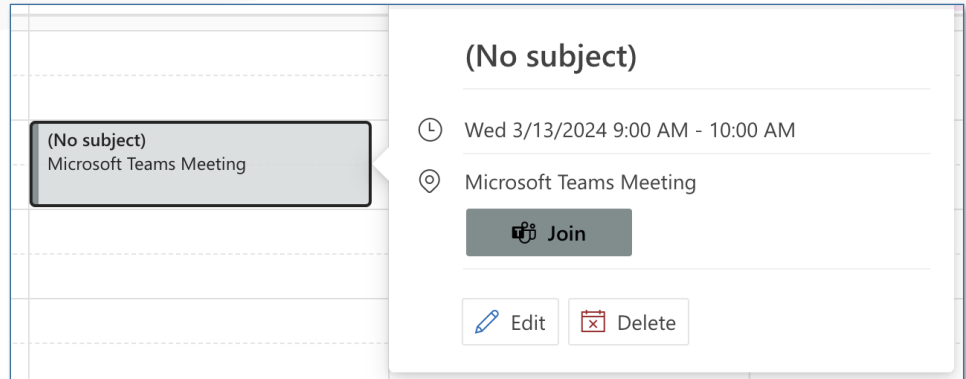
- Create a new meeting in the calendar, enter the meeting details, and click **More options**.



- Select the **Teams meeting** slider.



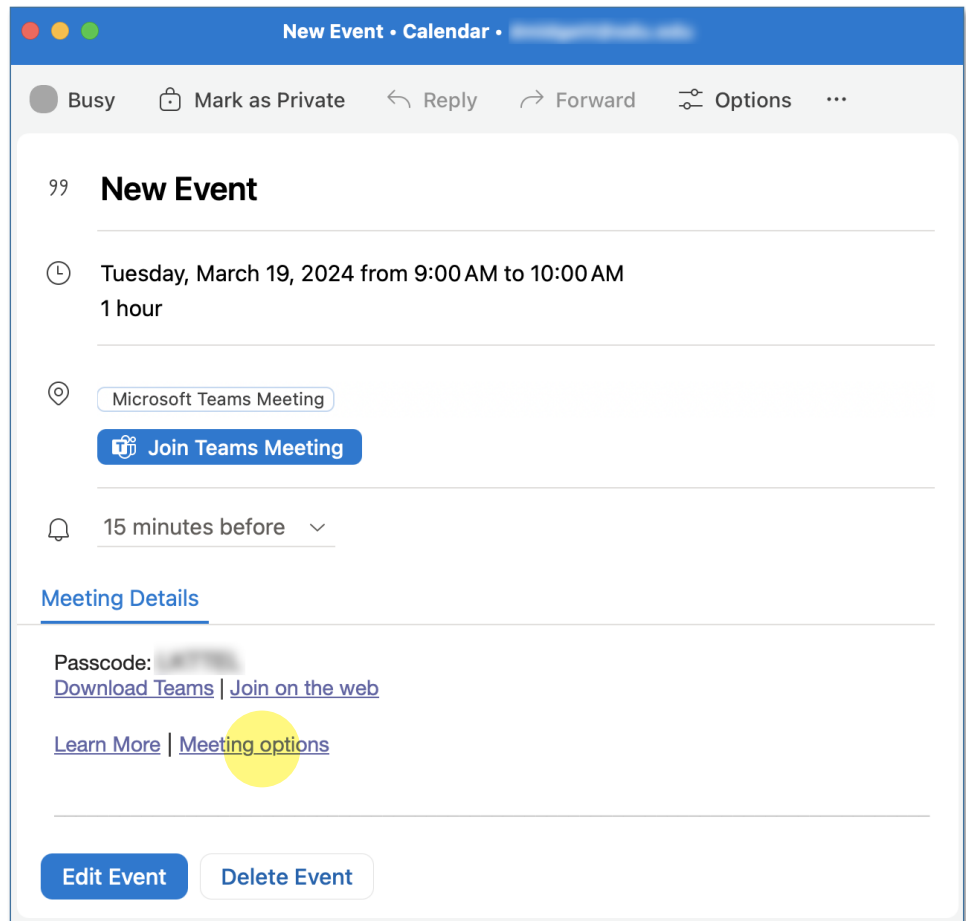
- The meeting will show up on your calendar, and an invitation is sent to your attendees. The event contains a link to **Join** the Teams meeting.



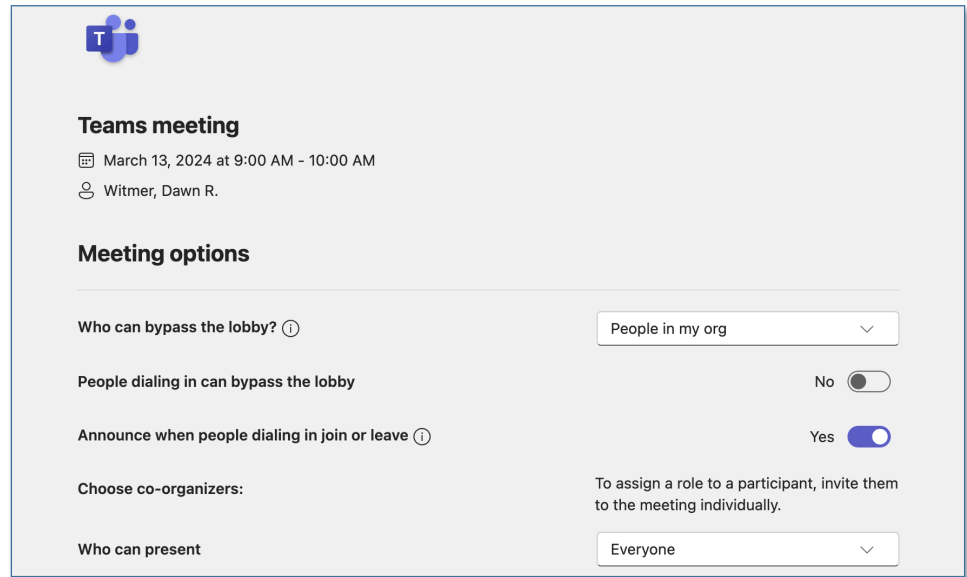
## Adjust meeting options

Change who can present and who can bypass the lobby.

- Open your meeting and click on the **Meeting options** link in the details area of your meeting.



2. Meeting options open in a web browser. We recommend you only allow **People in my org** to bypass the lobby and limit presenters to only those who need to share content.



## Securing Teams Meetings

- Instant meetings started from a chat or a team are initially limited to attendees included in the chat or the team. The meeting host may invite additional attendees by name, email or phone number.
- If you require a secure meeting, we recommend you schedule a meeting and modify the meeting options to restrict who can bypass the meeting lobby and who can present in the meeting.
- Within any meeting, you have the option to remove or mute any attendee from the participant screen in the Teams meeting.